

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: NTC0537263
POSITION NO: 242491
CLASS CODE: 1671

Date Posted: 12/03/12
Closing Date: 01/14/13

POSITION TITLE: Tax Compliance Officer
DEPARTMENT NAME: Office of the Navajo Tax Commission
DEPARTMENT NO: 53 WORKSITE LOCATION: St. Michaels, AZ
WORKS DAYS/HOURS: Mon thru Fri POSITION TYPE: Permanent: ☒ GRADE: R63A
Hours: 8-12 and 1-5 Temporary: ☐ SALARY: \$ 34,944.00 Per Annum
Part-Time: ☐ Duration: 40 \$ 16.80 Per Hour

DUTIES AND RESPONSIBILITIES:

Applies operational procedures and guidelines in administering compliance of the Navajo Nation tax statutes and regulations; conducts research to determine enforcement of the Navajo Nation tax statutes & regulations; obtains information from tribal, state and federal agencies, and ONTC auditors and accountants; contacts taxpayers in an effort to promote voluntary compliance, notification of non-compliance and of taxes due; verifies taxpayers returns; contacts accountants, attorneys and other taxpayer representatives to negotiate an agreement for non-compliance; conducts interviews and corresponds with taxpayers on delinquent or current tax accounts; assists delinquent taxpayers in complying voluntarily with tax laws; maintains daily work logs and other related documents; travel as required and occasionally works unusual hours; and performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Accounting, Business Administration or closely related field; and

Experience:

one (1) year of responsible experience in a private, public or tribal taxation program or in an accounting or auditing program; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, diploma, certificates, etc.)

Special Knowledge, Skills and Abilities:

Skilled in Personal Computer hardware and software like Microsoft Office (Word, Excel & Access); skilled in 10-key Calculator; skilled in communicating effectively written and oral. Must possess excellent public relations skills.

License/Certification Requirements:

Valid State Driver's License and Navajo Nation Vehicle Operator's Permit, ***preferred***.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 08-16-02